

DISCOVER WHAT'S

NE
XT

AT THE NIH

Administrative and Campus Services





WE ARE CALLING ON YOUR

EXPERTISE



NIH AT A GLANCE

Humanity Works Here

Welcome to the National Institutes of Health (NIH), where discoveries happen inside and outside the lab. We have one common goal: to help people live healthier, longer lives. And one thing we've learned while helping to heal the world is that compassionate, caring, driven and inspired people are our lifeline. Here, employees across career paths play an integral part in supporting work that impacts the healthy futures of Americans and people across the globe. **While the world looks to us, we look to YOU — the next generation of problem solvers and solution seekers.**

STRENGTH IN NUMBERS

- › Largest public funder of biomedical research in the world
- › **27** Institutes and Centers
- › **20,000+** employees, including 6,000 research scientists
- › A nearly **\$52 billion** annual budget
- › **163** NIH-supported Nobel Laureates
- › **300 acre** main campus in Bethesda, Maryland with additional national research facilities and campuses

IMPACT OF OUR WORK

A Culture of Collaboration

Like minds flock to the NIH to discuss, collaborate and innovate. The collective knowledge that comes from the collaborative spirit of our workforce enhances health, lengthens life, and reduces illnesses and disabilities.

At the NIH, you're joining a team that comes to work every day to make people better. And knowing that makes the NIH like no other place to work in the world.

You get to concentrate on being your best because you are working with some of the most brilliant minds anywhere, and are supporting the largest public funder of biomedical research in the world.

“

The NIH employees are collaborative and innovative. And together, [they] can accomplish anything with their diverse expertise and the talent of the community.

— Nicole H. Martino



FLEXIBILITY
FOR MORE MOBILITY

WHO WORKS HERE

Make a Difference

There's enormous excitement at the NIH. The innovative and collaborative people on our administrative and campus services teams are part of the scientific process, too, and with their diverse perspectives, translate those ideas throughout the entire workforce. We are all ONE TEAM helping to fuel the cures for diseases around the globe. Go ahead. Apply yourself.

“

The scientist is looking at what makes things tick – what spurs this, spurs that... [And at the NIH,] it's the same thing in administration. It's 'why do we do this, and why is it this way'.

— Candelario Zapata

We Hire For:

- › Administrative Officer
- › Auditor
- › Budget Analyst
- › Contract Specialist
- › Cook
- › Dietician
- › Electronic Industrial Controls Mechanic
- › Engineer
- › Financial Management Analyst
- › Food Service Worker
- › Grants Management Specialist
- › Health Scientist Administrator
- › Health Technician
- › Human Resources Assistant
- › Human Resources Specialist
- › Inventory Management Specialist
- › Maintenance Mechanic
- › Police Officer
- › Program Analyst
- › Program Specialist
- › Program Support Assistant
- › Public Affairs Specialist
- › Purchasing Agent
- › Secretary
- › Technical Writer-Editor

▶ Discover your future at the NIH.
See all open positions at hr.nih.gov/jobs

NIH VALUE & BENEFIT STATEMENT

The NIH Benefits Package Has Your Back

Every day, the NIH is behind discoveries that improve health and save lives, because people like YOU are behind the NIH. And we'll show you how much we appreciate all you do with remarkable benefits designed to enrich your day-to-day life and your future.

We Offer:

Professional Development Opportunities

- › Leadership development programs
- › Career development programs
- › Training classes (technical, leadership, & other professional development topics)
- › Coaching & IDP consulting

Comprehensive Benefits & Total Compensation

- › Competitive Incentives & Awards
- › Health Insurance
- › Life Insurance
- › Dental & Vision Insurance
- › Long-Term Care Insurance
- › Flexible Spending Account (FSA)
- › Retirement
- › Thrift Savings Plan
- › Same-Sex Spousal Benefits
- › Student Loan Repayment Program
- › Professional Credentials
- › Family Friendly Programs (including dependent care resources)
- › Transit Subsidies & Free Parking

Leave & Workplace Flexibilities

- › Alternative Work Schedules (compressed & flexible)
- › Telework & Remote Work
- › Paid Leave Options (including but not limited to annual & sick leave)
- › Paid Parental Leave
- › Federal Holidays
- › NIH Leave Bank Program

▶ Learn more about all we offer at hr.nih.gov/benefits



Take the Leap

You didn't get where you are overnight, but now that you're here, what's next? Join the team that's helping people live healthier, longer lives all across the world. The NIH offers unparalleled opportunities to take a leap and discover what's next for your career. Let's make it a big one.

▶ Discover your future at the NIH.

See all open positions hr.nih.gov/jobs



National Institutes of Health
Office of Management

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Human resources
Resources